

ON-THE-JOB TRAINING REQUEST FOR COJET CREDIT

CRITERIA FOR COJET CREDIT

In accordance with [ACJA §1-302 E](#). Program accreditation, the following criteria must be met to receive COJET credit for on-the-job training (cross-training):

1. Training can be done in intervals over a period of time, but **each training event must be at least 30 minutes long** (after travel, breaks, interruptions and other non-educational time is subtracted).
2. **Training must be job-related**, court-related or in support of a job function you might be assigned to back-up.
3. **Training must be formally planned** with stated education outcomes and reference materials.
4. **Training content must be documented.** This can be in the form of handouts, training aides, or a copy of notes taken when receiving the training.
5. **This form must be completed and signed by:**
 - The employee requesting COJET credit
 - The person(s) who conducted the training
 - The employee's supervisor
6. **Training can not be done as part of an employee's orientation.**

REMINDER

All training submitted for COJET credit is subject to your training coordinator's approval. If you are participating in On-the-Job (OTJ) training solely for COJET credit, please contact your local training coordinator to pre-accredit the training.

ON-THE-JOB TRAINING REQUEST FOR COJET CREDIT

Name: _____ Phone: _____

Position: _____ Court/Dept: _____

Training Title/Job function being training on: _____

Person(s) conducting the training: _____

Learning Objectives:

List what you will be able to do, or what you will learn during this training:

1. _____
2. _____
3. _____
4. _____
5. _____

Check main content area(s):

_____ Ethics
_____ Computer/Network Security

CERTIFICATION OF COMPLETION

I certify completion of on-the job training described herein. I am submitting this form and required attachments for COJET credit and understand that unless pre-accredited, all training is subject to approval by the Training Coordinator. (None of this training was completed as part of my orientation.)

Employee Signature

Date

Supervisor Signature

Date

Please retain a copy of form and attachment(s). Submit original to your local training coordinator.

Approved	Disapproved	Credit Hours	Training Coordinator Signature	Date

ON-THE-JOB TRAINING REQUEST FOR COJET CREDIT TRAINING LOG

OJT can be completed in a series of events or all at one time. Complete the following log for each event, have your trainer sign after completion of each event. (Copy this page for training that takes place over more than 3 meeting times.) This page must be completed, with handouts or notes attached, and submitted to your local training coordinator with the OTJ form in order to received COJET credit.

Topic/Content Covered:	
Date: _____	Start Time: _____ End Time: _____ Total time spent: _____ (Less interruptions, breaks or other non-educational time)
Check One:	<input type="checkbox"/> I have attached a copy of my notes. <input type="checkbox"/> I have attached a copy of the handouts or job aides received.
I certify that I provided the above listed training for the duration indicated above: _____	
Trainer Signature	

Topic/Content Covered:	
Date: _____	Start Time: _____ End Time: _____ Total time spent: _____ (Less interruptions, breaks or other non-educational time)
Check One:	<input type="checkbox"/> I have attached a copy of my notes. <input type="checkbox"/> I have attached a copy of the handouts or job aides received.
I certify that I provided the above listed training for the duration indicated above: _____	
Trainer Signature	

Topic/Content Covered:	
Date: _____	Start Time: _____ End Time: _____ Total time spent: _____ (Less interruptions, breaks or other non-educational time)
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I certify that I provided the above listed training for the duration indicated above: _____	
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